

**EUGENE AIRPORT
SPECIALIZED AERONAUTICAL SERVICE OPERATOR (SASO)
PERMIT AND AGREEMENT #XXXX-XXXXX**

**Recommended Documentation for
SASO Operator's Business Plan / Scope of Work**

SASO Application Packet will include the following that specifically address the Eugene Airport Rules and Regulation sections identified.

If a proposal contains any information that is considered trade secret under ORS 192.501(2), each sheet of such information must be marked with the following;

"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS 192.410 to 192.505."

The marking of such pages does not necessarily guarantee in all situations that the pages will not be disclosed in response to a public records request.

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance." ORS 192.501(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

Signed letter of request to operate at the Eugene Airport. (9.1.5)

- **Letter addressed to the Airport Director.**
- **Letter should reference the support materials in this application packet in consideration of the SASO application.**
- **Letter is signed by a responsible party from the SASO operator/company.**

Executive Summary:

- **One to two pages outlining the following about the SASO operator:**
 - **Introduction:** Business name and location
 - **The Company:** Explanation of what the company does, how long it has been in existence
 - **Services:** Products and services offered by the company (e.g. types of maintenance, aircraft produced, flight certificates offered, etc.)
 - **The Market:** Define who you intend to sell/market your product/service to and the projected sales to that target market. Are you marketing to other businesses, individuals or a combination of both?

- **Mission:** The purpose and goals of the company.
- **Keys to Success:** Identify your competitive advantage and explain how you intend on maintaining an advantage over your competitors

Description of Business Operations:

- **Should include forward looking description of the business operations. Include items such as:**
 - **Business Status**
 - **Incorporation/LLC/Sole Proprietor**
 - **Private/Public**
 - **Proposed Services and activities of the SASO**
 - **Business Plan**

Business Location, Hours of Operation, and Key personnel (7.9.1)

- **Include a copy of current commercial lease at Eugene Airport, or intended lease area at the Airport that will be utilized in the business operations (7.9.1.1 and 7.9.1.2).**
- **List key personnel and company officers (7.9.1.3)**
 - **Include number of employees.**
 - **Include owners and their current position in the company.**
 - **Include individual Resumes or Curricula Vitae.**
- **Description of Capital Assets/Equipment to be used in SASO operations (7.9.1.4 and 9.1.3)**
 - **Vehicles, aircraft, mobile equipment, etc.**
- **Outline the normal hours of operation (i.e.: M-F 8am – 5pm) (7.9.1.5)**

Capital Improvement Plans (if any) (9.1.1.4)

- **Detail any capital improvements that may be undertaken by the company at any time during the lease period.**

Financial Statements (9.1.2):

- **Current Oregon Business License.**
- **Valid Tax ID Number or W-9.**
- **Detailed accounts for sources of starting working capital.**
- **Balance Sheets showing current assets, liabilities, and cash/cash equivalents.**
- **Income/Cash Flow statements**
 - **For new businesses, projected income statements that detail estimated costs and sales projections.**
- **Other Capital Assets not identified on balance sheet.**

- Include any aircraft currently owned or leased by the company to be used in the SASO operation.

Insurance Documents (9.1.4)

- **Proof of Insurance or current quote from a licensed insurance provider meeting the minimum requirements of the Eugene Airport for the SASO operation.**

Any additional information: (91.1.6)

- **Include any additional information that will support the SASO application at the Eugene Airport such as:**
 - **Letters of support from potential customers.**
 - **Independent market analysis.**